

NEW CANAAN POLICE DEPARTMENT

SUBJECT: COMMUNITY IMPACT OFFICER (CIO)

DIVISIONAL ORDER NUMBER: 14-01-09

I PURPOSE/POLICY

The purpose of this policy is to establish the guidelines for the staffing, operations and equipment used by the Department's Community Impact Officer (CIO).

II RESPONSIBILITY

It is the responsibility of all department personnel to adhere to this Divisional Order. It is also the additional responsibility of the Supervisory Staff and Command Staff to ensure its compliance.

III ORGANIZATION

The position of Community Impact Officer (CIO) is established to be a consistent and highly visible representative of the Department to provide direct interface with the business owners and visitors to the downtown area. The Community Impact Officer falls under the Operations Division in the Department's organizational structure.

IV STAFFING

A. The position of Community Impact Officer is to be considered a special assignment. Candidates for the position shall be selected in accordance with Department General Order 91-7-95, Allocation and Distribution of Personnel, Section V.

The Commander of the Operations Division shall determine the number of officers needed to adequately achieve the operational objectives of the position.

B. The CIO will work an administrative schedule (5-2/5-2). Generally, the assignment will work Monday through Friday, but days may be changed to address specific needs. The Commander of the Operations Division shall determine the hours of the CIO's eight hour shifts and insure that is published on the Department's work schedule.

C. While the majority of the CIO's shift time will occur on the Day Shift (7-3) he/she shall not count towards shift staffing minimums.

V UNIFORMS AND EQUIPMENT

A. As the CIO is designed to be a highly visible position, He/She should be in full uniform while performing regularly assigned duties. The authorized uniform for the position is the Department's, class "B" or class "C" uniform with all specifications as outlined in General Order 88-3-47, Uniforms.

1. The Commander of the Operations may waive the uniform requirement for specific incidents or details as necessary.

- B.** The CIO shall be required to have all necessary forms, citations, summons, etc. required for patrol/enforcement functions available for use.
- C.** Communications with dispatch should be achieved via radio transmission. Additionally, The CIO shall be issued a mobile data device (iPad or similar) that will allow for access to email and other data in the field.
 - 1. It shall be the responsibility of the CIO to insure that any and all law enforcement sensitive data displayed or stored on the device is protected and managed in a manner which would prohibit unauthorized access.
- D.** The CIO shall utilize a marked patrol unit in the performance of their assigned duties.

VI PROCEDURES (DUTIES & ASSIGNMENT)

- A.** The main function of the Community Impact Officer (CIO) is to develop and maintain strong community relations with the business owners located in the downtown area as well as be a highly visible law enforcement presence in the area.
- B.** Additional duties to be performed include but are not limited to the following:
 - 1. Continually maintaining and updating the Master Business File.
 - 2. Traffic enforcement.
 - 3. Parking enforcement.
 - 4. Site assessments and security surveys.
 - 5. Routine patrol responses to calls for service within the center patrol area during normal working hours.
 - 6. Public speaking and safety demonstrations.
 - 7. Development and distribution of any criminal intelligence pertinent to the law enforcement function.
 - 8. Advise Command Staff of any long-term parking, traffic, signage or pedestrian safety issues observed.
- C.** The CIO shall be assigned as the primary officer to calls for service occurring within the center patrol sector, during his/her normal working hours.
 - 1. The on-duty shift commander shall have the authority to utilize the CIO to supplement shift personnel for emergency situations.
 - 2. The CIO should not be removed from his/her regular duty assignment to supplement the shift for routine issues such as meal-break coverage, dispatch relief, court detail, prisoner transport, etc. without the approval of the Commander of the Operations Division.

VII DISTRIBUTION

This divisional order will be reproduced in electronic and traditional media. All sworn personnel shall have access to Department divisional orders through a read-only file on their individual domain of the Department's computer network. Printed copies will also be placed in locations throughout headquarters so that they are easily accessible to all personnel.

VIII EFFECTIVE DATE

This Division Order is effective September 1, 2014.

Per Order,

Captain Vincent E. DeMaio
Commander of Operations